

# Sealing Sheet Tool – User Guide

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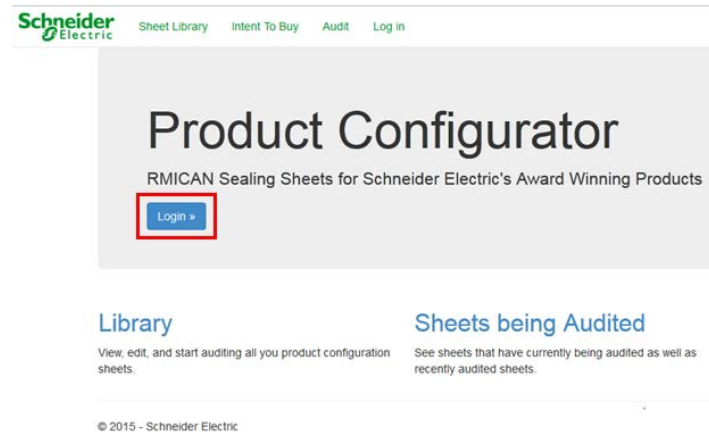
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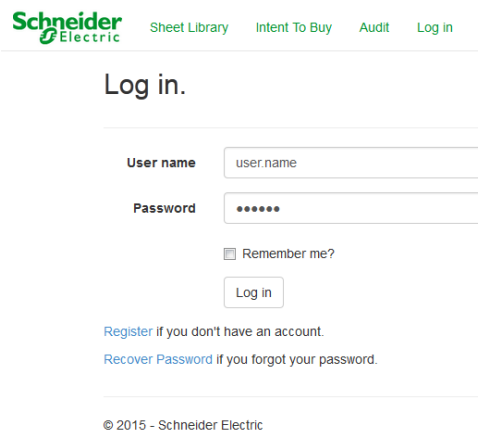
## Logging in

To log in to the site:

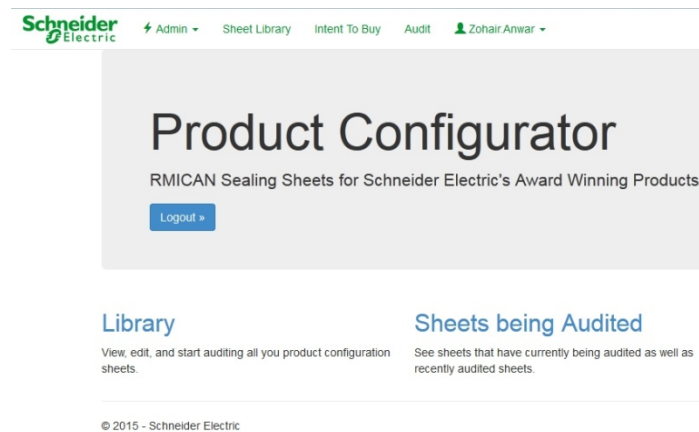
- 1) Click the **Login** button



- 2) Enter your User name and Password, then click the **Log in** button



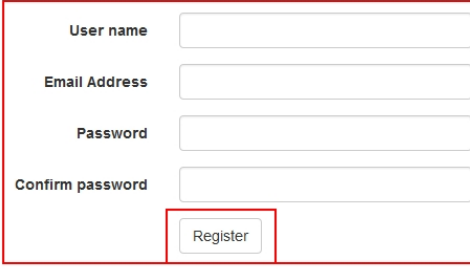
You are now logged into the site, and will be redirected to the main page



If you have not yet registered, enter your registration details and click the **Register** button:

## Register.

Create a new account.



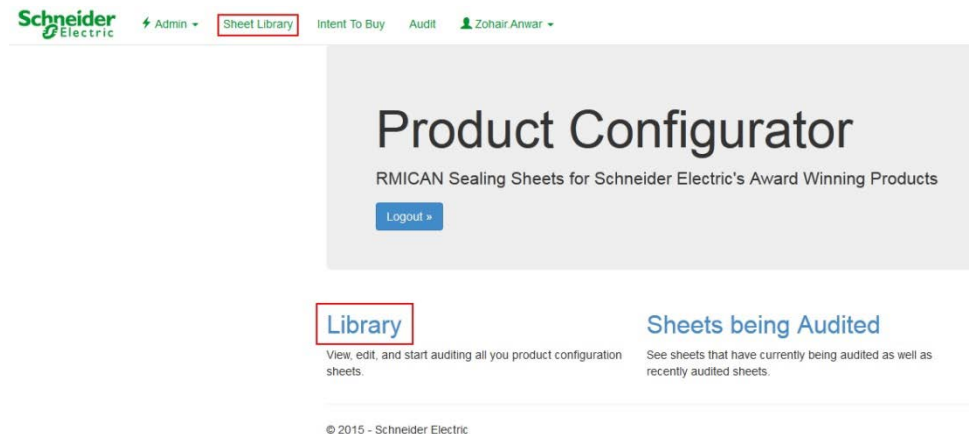
The registration form consists of four text input fields and one submit button. The fields are labeled 'User name', 'Email Address', 'Password', and 'Confirm password'. The 'Register' button is located at the bottom right of the form area.

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Once logged in, 2 main workflows can be achieved using this tool: *Creating a sealing sheet*, or *Submitting an Intent to Buy*. The sections that follow detail how to perform these tasks in a step by step manner.

## Creating a Sealing Sheet

- 1) Once logged in, from the main page, click on the **Library** button. Alternatively, to reach the *Sheet Library* page, the **Sheet Library** button on the Menu Bar can also be used.



- 2) This will take you to the *Sealing Sheet Library* page, where all previously created sealing sheet configurations are stored. The main view of this page shows all the most recent sealing sheets that have been created.

If you are looking for a specific sealing sheet, it can be searched by entering a search term in the search box, and hitting the **Enter** key

Part	Description	Stage	Who	Org	Date	
	Haldimand 8650A with modem/eth.	FilledOut	langford (Langford And Associates)	HALDIMAND COUNTY HYDRO	Feb 24, 2015	
	Entegrus 8650 with Ethernet modem	FilledOut	langford (Langford And Associates)	ENTEGRUS	Feb 2, 2015	
	Erie Thames - 3 element modem/ethernet	FilledOut	langford (Langford And Associates)	ERIE THAMES POWERLINES	Jan 30, 2015	
	wrwer	FilledOut	sandra.pedro	TORONTO HYDRO ELECTRIC	Jan 19, 2015	

Clicking the meter names on the left will take you to the sealing sheets corresponding to those meters, and clicking the **New** button beside the meter name will help you create a new sealing sheet.

Label Configuration	☆ New
8650 Sealing Sheet	☆ New
7650 Sealing Sheet	☆ New
7550 Sealing Sheet	☆ New
7350 Sealing Sheet	☆ New
7330 Sealing Sheet	☆ New
6200 Sealing Sheet	☆ New

- 3) Select the Organization on whose behalf you are creating a sealing sheet, and click **Next** at the bottom of the page.

### Acting on Behalf Of

Which Organization are you acting on behalf of?

TORONTO HYDRO ELECTRIC
HYDRO ONE NETWORKS INC.
HYDRO OTTAWA
GREAT LAKES POWER
RODAN ENERGY SOLUTIONS INC
ELECTRICAL WHOLESALERS
NOVA SCOTIA POWER CORPORATION
ALTALINK
ENTEGRUS

- 4) The site will redirect you to the *Quick Part Reference* related to this organization. This page holds meter configurations that were previously completed for this organization. Hovering over the icon will show you the configuration details. Searching is also possible on this page, by entering a search term and hitting **Enter**.

### Choose a Quick Part Reference

Only showing 8650 Parts

Search:

Part	Quick Part Reference
M8650A4C0E8C7C4A-AA403	Zohair Test


Either:  
 a) Select an already Quick Part Referenced part, then press "Use Selected Part"  
 b) Or, press "Configure New Part" to configure a different part

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If you have an existing meter configuration that you would like to re-use, select that configuration, and click **Use selected Quick Part Reference**. Selecting this will skip Step 5, and jump directly to configuration details specific to the sealing sheet being created.

If you would like to create a sealing sheet for a meter configuration that has not been entered before, click **Configure New Part**.

- 5) Clicking **Configure New Part** will bring you to the *Part Selector* screen. On this page, you will be able build the meter for which you are creating this sealing sheet.

Again, hovering over the  icon will show the configuration details.

### Part Selector - 8650

Branding?	M	Schneider Electric
Feature Set?	A	128MB Memory Class A power quality analysis, waveforms and transient capture with 1024 samples/cycle.
Form Factor?	0	Form 9/29/36S Base - 57-277 VLN (autoranging) 3-Element, 4-Wire / 2 1/2-Element, 4-Wire
Current Inputs?	C	1, 2 or 5 Amp nominal, 20 Amp full scale current input (24 Amp fault capture, start at 0.001A)
Voltage Inputs?	0	Standard to form number
Power Supply?	H	Auxiliary Power Pigtail: 65-120 VAC, 80-160 VDC (power from external source), North American Plug Style
System Frequency?	6	60Hz
Comms?	C7	Infrared Optical port, RS-232/485 port, RS-485 port, Ethernet (10/100BASE-T), 56k universal internal modem (RJ11)
IO?	C	4 Form C Digital Outputs , 1 Form A Digital Output, 1 Digital Input
Security?	4	Measurement Canada approved, factory sealed, security lock enabled
Special Order?	A	None
AACode?	None	

Previous Next

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Click the **Next** button to continue.

- 6) You will then be given the option of creating a Quick Part Reference. Selecting **Yes** will create a Quick Part Reference Supply which will appear when creating a new sealing sheet for this organization.

## Create an Quick Part Reference?

Yes No

Quick Part Reference Name: Aux Power

Previous Next

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- 7) Select the Form Factor, VTR and CTR on the *Service Configuration* page.

8650 Sealing Sheet Wizard - M8650A0C0H6C7C4A?

## Service Configuration

Form Factor:  3-Element, 4-Wire (Vin)

Voltage Transformer Ratio:  :   
Primary Secondary

Current Transformer Ratio:  :   
Primary Secondary

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Click the **Next** button to continue.

- 8) Enter the Sliding Window Demand details, and the Rollover Values.

8650 Sealing Sheet Wizard - M8650A0C0H6C7C4A?

## Sliding Window Demand

Demand Interval:  minutes

Number of Sub-Intervals:

Sub-Interval Length:  minutes  
The sub-interval length is equal to the demand interval divided by the number of sub-intervals

## Rollover Values

Energy registers rollover (KWh or KVARh or KVAh) :

Vh per phase rollover :

Ih per phase rollover :

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Click the **Next** button to continue.

- 9) Select the Clock Source, Time Sync Source, and TimeZone details.

8650 Sealing Sheet Wizard - M8650A0C0H6C7C4A?

## Clock Source

## Time Sync Source

## TimeZone

GMT Offset:  hours

DST Offset:  hours

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Click the **Next** button to continue.

10) Enter the On-Board I/O configurations

8650 Sealing Sheet Wizard - M8650A0C0H6C7C4A?

## On-Board I/O

Pulse Output Channel	Parameter	Integrator Mode	Pulse Weight (Kt)	Pulse Output Mode	Pulse Width (ms)
C1	kWh-tot	n/a	<input type="text" value="1.8"/>	Pulse <input type="text" value="50"/>	<input type="text" value="50"/>
C2	kVARh-tot	n/a	<input type="text" value="1.8"/>	Pulse <input type="text" value="50"/>	<input type="text" value="50"/>
C3	VIn^2h-tot	n/a	<input type="text" value="18000"/>	Pulse <input type="text" value="50"/>	<input type="text" value="50"/>
C4	I^2h-tot	n/a	<input type="text" value="180"/>	Pulse <input type="text" value="50"/>	<input type="text" value="50"/>
A1	kVAh-tot	n/a	<input type="text" value="1.8"/>	Pulse <input type="text" value="50"/>	<input type="text" value="50"/>

Click the **Next** button to continue.

11) Enter the Data Recorders that need to be active, Recording details, and Outage details.

8650 Sealing Sheet Wizard - M8650A0C0H6C7C4A?

## Data Recorder

Channel	Parameter
1	<input type="text" value="kWh del int"/>
2	<input type="text" value="kVARh del int"/>
3	<input type="text" value="kWh rec int"/>
4	<input type="text" value="kVARh rec int"/>
5	<input type="text" value="MU VIn a^2h int"/>
6	<input type="text" value="MU VIn b^2h int"/>

Click the **Next** button to continue.

12) If Loss Calculations are required, then choose the Billing Point (BP), Metering Point (MP), and enter the Line Loss Information. **Note that BP and MP cannot be the same.**

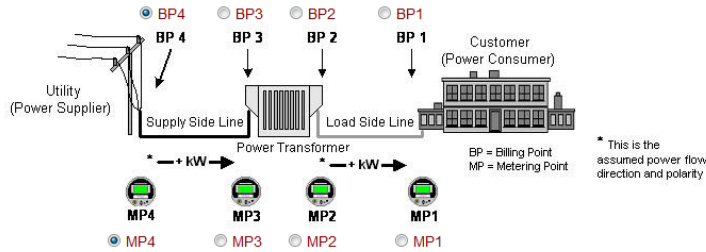


## Loss Calculation

Do you require a Loss Calculation?

Yes  No

1. Choose your Billing Point (BP) below



**Billing Point and Metering Point cannot be the same!**

2. Choose your Metering Point (MP) above

3. Enter Line Loss Information

Supply Side Line Loss	Load Side Line Loss
Line Length <input type="text"/> Meters <input type="text"/>	Not Required
Resistance <input type="text"/> ohms per Meters <input type="text"/>	
Reactance <input type="text"/> ohms per Meters <input type="text"/>	

Click the **Next** button to continue.

- 13) Enter a description for the sealing sheet you have just created, and a comment about creating/editing the sealing sheet itself. This description will show up in the Sheet Library.

## Description

Please enter a quick description of this sealing sheet;

Aux Power - 9S - C7 Comm

This will be used to help identify and find this sheet.

Please enter a quick comment about creating/editing this sealing sheet;


New sealing sheet


This will be displayed in the sheet's history.

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Click the **Next** button to continue. The sealing sheet configuration is now complete! You will be redirected to the Sheet Library, where your latest configured meter will be displayed first.

Part	Description	Stage	Who	Org	Date	
M8650A0C0H6C7C4A	Aux Power - 9S - C7 Comm	FilledOut	Zohair.Anwar	Zohair's Power Inc	Mar 12, 2015	

14) The last step to creating a sealing sheet is to get it Audited. This ensures that the configuration is complete and accurate, and makes the sales process smoother once an order needs to be placed against for the meter. To begin the audit process, click the  icon beside the name of the sealing sheet that you need to get audited.

To check the status of a sheet that has been sent for Audit, click the  icon.

## Actions for a completed Sealing Sheet

There are several Actions that can be completed using the icons displayed on the same line as the Sealing Sheet from the *Sheet Library*.

**View Sheet:** Displays the sealing parameters within the web browser, with links to the Sheet Library, and to the PDF version.

5985 McLaughlin Road  
Mississauga, Ontario L5R 1B8  
Tel: 905-366-3999 Fax: 859-334-9922  
Email: PMO.Canada\_Orders@ca.schneider-electric.

**Schneider Electric** 8650 Sealing Sheet

Library PDF

Sheet Description: **Aux Power - 9S - C7 Comm**  
[Part Configuration Guide](#)

Branding	Feature Set	Form Factor	Current Inputs	Voltage Inputs	Power Supply	System Frequency	Comms	IO	Security	Special Order	AACode
M	A	0	C	0	H	6	C7	C	4	A	

Specific Form Factor	Voltage Transformer Ratio	Current Transformer Ratio
Form 9S	120 : 120	5 : 5

Demand Interval	Number of Sub-Intervals	Sub-Interval Length
15 minutes	3	5 minutes

Energy registers rollover (kWh or kVARh or kVAh)	V <sub>th</sub> per phase rollover	I <sub>th</sub> per phase rollover
10,000,000	1,000,000,000	1,000,000,000

Clock Source	Time Sync Source	Timezone GMT Offset	DST Offset
Internal	Ethernet	-5	1

**View Sheet as PDF:** Displays the sealing parameters in a PDF format.

5985 McLaughlin Road  
Mississauga, Ontario L5R 1B8  
Tel: 905-366-3999 Fax: 859-334-9922  
Email: PMO.Canada\_Orders@ca.schneider-electric.

**Schneider Electric** 8650 Sealing Sheet

Sheet Description: **Aux Power - 9S - C7 Comm**  
[Part Configuration Guide](#)

Branding	Feature Set	Form Factor	Current Inputs	Voltage Inputs	Power Supply	System Frequency	Comms	IO	Security	Special Order	AACode
M	A	0	C	0	H	6	C7	C	4	A	

Specific Form Factor	Voltage Transformer Ratio	Current Transformer Ratio
Form 9S	120 : 120	5 : 5

Demand Interval	Number of Sub-Intervals	Sub-Interval Length
15 minutes	3	5 minutes


**Audit Info:** Displays status of the Audit process.

### Audit Info

**Current Stage:** FilledOut  
**Sheet Description:** Aux Power - 9S - C7 Comm  
**Organization:** Zohair's Power Inc

Search:

Date	Who	Action	Comment	Stage
Mar 12, 2015	Zohair.Anwar (Schneider Canada)	InitialVersion	New sealing sheet	FilledOut


 Edit: Allows the user to edit the sealing parameters for this meter.

 Start Audit: Begins the Audit Process.

### Start Audit

Comment:

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 Extra Permissions: Allows the user to give permissions to external parties to view this configuration.

### Configuration Sheet Details

**Configuration Sheet ID:** 49

**Description:** Aux Power - 9S - C7 Comm

**Owning Organization:** Zohair's Power Inc

**Agents who can access this:** • Schneider Canada

**Extra Permissions for Organizations:**

Choose an Organization to Add/Remove it

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## Submitting an Intent to Buy

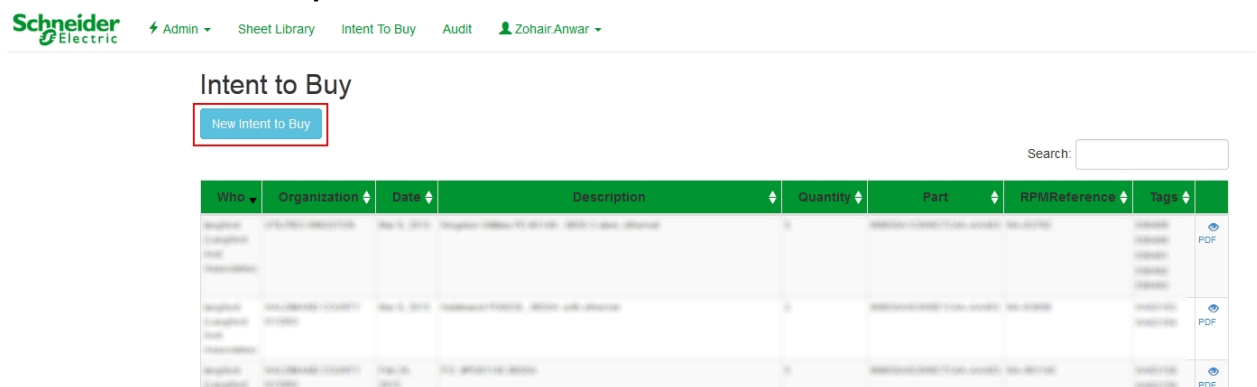
Once a meter configuration has been completed and audited, you may select an *Intent to Buy*. Submitting an Intent to Buy indicates that an order has been placed for this sealed configuration. This is where you would enter Meter Tags as well as

- 1) To start this process, click on **Intent to Buy** on the main page.



- 2) You will be taken to the *Intent to Buy* page, where your previous sealed meter orders will be displayed.

Click on **New Intent to Buy**.



- 3) Select the Organization on whose behalf you are creating a sealing sheet, and click **Next** at the bottom of the page.

### Acting on Behalf Of

Which Organization are you acting on behalf of?


- TORONTO HYDRO ELECTRIC
- HYDRO ONE NETWORKS INC.
- HYDRO OTTAWA
- GREAT LAKES POWER
- RODAN ENERGY SOLUTIONS INC
- ELECTRICAL WHOLESALERS
- NOVA SCOTIA POWER CORPORATION
- ALTALINK
- ENTEGRUS

4) Click the **Next** button to continue.

## Intent To Buy

Before you start:

- Have the *Smart Part Number* (or *Part Quick Reference*) for the meter being ordered
- Have the *Label Tag* information available - either as an already prepared Label Configuration Sheet or be ready to create a new one while creating this Intent to buy
- Have an *Authorized Sealing Sheet* for the *Smart Part Number*

5) The site will redirect you to the *Quick Part Reference* related to this organization. This page holds meter configurations that were previously completed for this organization. Hovering over the  icon will show you the configuration details.

Choose a Quick Part Reference

Search:

Part	Quick Part Reference
M8650A4C0E6C7C4A-AA403 ?	Zohair Test
M8650A0C0H6C7C4A ?	Aux Power

Either:

- Select an already Quick Part Referenced part, then press "Use Selected Part"
- Or, press "Configure New Part" to configure a different part

If you have an existing meter configuration that you would like to order, select that configuration, and click **Use selected Quick Part Reference**.

If you would like to create a sealing sheet for a meter configuration that has not been entered before, click **Configure New Part**.

Click the **Next** button to continue.

6) Enter information about this order.

Enter information about this Order

Quantity:

RPM Reference:

Description:

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Click the **Next** button to continue.

7) Select a Label Configuration. Click **Create New Label Configuration Sheet**.

*Intent to Buy - M8650A0C0H6C7C4A - Step 2*

Please Select a Label Configuration

No Label Configurations Found - Please Create one then re-create this Intent to Buy

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Click the **Next** button to continue

8) A pop-up will appear. Enter the Meter Label Information.

Meter Label Information

Company Information

Auto-Fill with:

Company Name:  Contact Name:

Street:  Phone:

City:  Fax:

Province:  Contractor Registration Number:

Postal Code:

Owner Information

Owner Info 1:

Owner Info 2:

Tag Information

	Electronic Prefix	Electronic Tag Information	External Tag Information
1	<input type="text" value="Z"/>	<input type="text" value="ABCD"/>	<input type="text" value="ABCD"/>

The number of meters entered in the order will dictate how many lines appear in the “Tag Information” section

Click the **Next** button to continue

9) Enter a Description for the Intent to Buy

### Description

Please enter a quick description of this label configuration sheet:

Aux Power - 9S - C7 Comm

This will be used to help identify and find this sheet.

Please enter a quick comment about creating/editing this label configuration sheet:

This is a new TEST

This will be displayed in the sheet's history.

Previous Next

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10) The Intent to Buy is now complete! You will be redirected to the *Intent to Buy* page, where your latest Intent to Buys will be displayed first.

Description	Who	Org	Date	ETags	
Aux Power - 9S - C7 Comm	Zohair.Anwar (Schneider Canada)	Zohair's Power Inc	Mar 12, 2015	ABCD	

Click on the icon to view the Intent to Buy. This displays the order information as entered previously.

5985 McLaughlin Road  
Mississauga, Ontario L5R 1B8  
Tel: 905.366.3999 Fax: 859.334.9922  
Email: PMO.Canada\_Orders@ca.schneider-electric.com

**Schneider Electric** Label Configuration Sheet

Library PDF

Sheet Description: **Aux Power - 9S - C7 Comm**

Company Name: Zohair's Power Inc      Contact Name: Zohair Anwar  
Street: 5905 McLaughlin Rd      Phone: 905 366 5830  
City: Mississauga      Fax:  
Province: Ontario      Contractor Registration Number: 111111  
Postal Code: L5R 1B8

**Owner Information**  
Meter Owner : Zohair's Power Inc  
Meter Register :  
(Tag 1)

**Tag Information**

	Electronic Tag (Tag 1)	External Tag
1	ZABCD	ABCD

Click on the **PDF** button to view the completed sealing sheet and intent to buy